



Department of Accounts Charge Card Bulletin

July 27, 2007

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Charge Card Administration

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Changes to Card Application Process

The following changes are to be implemented regarding the application of cards for the Purchase Card, Airline Travel Card (ATC) and the Employee Paid Travel Card.

Effective 9/04/07, there will only be two (2) methods to submit applications for new cards. The first is using GE's online application tool called NetApps and the second using the Turbo file along with PGP encryption prior to emailing the file to DOA.

This change is essential in order to ensure that cardholder data is being remitted applying the necessary security for very sensitive information. We have been informed that password protecting Excel spreadsheets is not extremely insecure as many computer hackers can easily identify the passwords used.

Some Program Administrators have already signed up for NetApps and are utilizing the system without delay. For the Program Administrators who are not signed up for NetApps, you can request the User Guide and Request form from cca@doa.virginia.gov. The Request form is to be faxed to DOA 804-786-9201. Subsequently, an email will be sent to the Program Administrator providing the logon information (usually within a few days).

If an agency does not want to sign up for NetApps, they can continue using the Turbo file, but before it is attached to an email to be sent to the CCA email account, it must be Encrypted and Signed by PGP. Most agencies have PGP Software and can utilize the service by setting up a new key.

More information on PGP software can be found at <http://www.pgp.com/>. If your agency will be utilizing PGP, please email cca@doa.virginia.gov to allow coordination of the PGP keys prior to your first submission.

Beginning 9/4/07, we will only accept Turbo files which are PGP encrypted. Therefore, Program Administrators must either sign up for NetApps or contact us for sharing of PGP keys prior to 9/4/07. Remember to allow sufficient time for establishing access to NetApps.

Crucial Dates

August 1st at 10am

SAM Refresher Training

August 8th at 10am

Monthly PA Call

August 15th at 11:59pm

Cycle Closes

September 5th at 10am

SAM Refresher Training

September 12th

No Monthly PA Call due to GE User's Conference

October 10th – 12th

VAGP Fall Conference

Cavalier, Virginia Beach

October 29th – 31st

DGS/DPS Procurement Forum

Hampton Virginia

GE Contact Information

Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 1

Help Desk for PA's with SAM

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 3

Customer Service for Cardholders

Phone: 1-866-834-3227

Overseas Collect:

801-464-3232

Split Transaction Query

As a part of sharing Best Practices, we have established a Public Query to assist Program Administrator's or Auditors in analyzing data for possible split transactions on the PCards. There is a PowerPoint guide available by contacting cca@doa.virginia.gov which provides step by step guidance on extracting the data from SAM.